

EV RELEASE Permanently Releasing Evidence to Courts

A. SCOPE

- A.1 Evidence temporarily released for court presentation occasionally will be retained as court evidence. When Evidence is notified that the courts have kept the evidence by the person who checked out the evidence or a "Report of Evidence Held by Court" is received the evidence dispo must be updated

B. PROCEDURES

- B.1 Pull the Temporary release for the evidence from the file.
B.2 In *Evidence Main Menu* select the *Update Evidence Dispo* Icon.

- B.3 Enter *Agency* code from the drop down list.
B.4 Enter *Case Number*.
B.5 Select the *RUN* icon.

- B.6 In the *Name* field enter the name of the person that took the evidence to the courts.
B.7 Enter disposition code 17 in the last field on the right of the control number to be dispositioned. The dispo code can be selected from the drop down screen.
B.8 Close the screen by clicking on the close icon.
B.9 Select *Permanent Release* from the *Evidence Main Menu*.

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Permanent Release

Agency:

Case Number:

Pick ID	Release To	Release ID	Dis Code	Release Date	Clerk
95875			0		TRISH BECKMAN

Pin:

Barcode	Control Number	Description

- B.10 In the *Release To* field enter "Court".
- B.11 In the *Release ID* field enter the name of the person that transported the Evidence.
- B.12 Enter your pin number in the PIN: field.
- B.13 Enter disposition code 17 in the *Dispo Code* field.
- B.14 Select the *Close* icon.
- B.15 The Permanent Release will print.
- B.16 If the person who actually released the evidence to the Court is not available to sign, handwrite their name under Released By.
- B.17 Send the Temporary Release, Report of Evidence Held By Court and the Permanent Release to Records.

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